

What Is a Special Event?

The use of City property for hosting a Special Event requires you to obtain a permit. As it applies to public events held in outdoor venues on city property (parks, beaches, city buildings, etc.), a Special Event is defined as meeting any of the following criteria:

- Road closures, use of public streets, transportation planning and/or extra parking
- Tickets for entry or participant fees
- Requiring security or law enforcement
- 75 or more attendees
- Erection of fencing, tents, stages, barricades, booths, or other structures
- Use of sound amplification equipment;
- Service of alcoholic beverages

Examples of Special Events include athletic events; block parties; citywide, commercial, community or cultural events; parades; festivals; and concerts.

By their nature, Special Events require greater planning, review, and permitting from multiple City departments or other governmental agencies to ensure proper use of City property, adequate planning for safe conduct of the activity, and the overall health and safety of the attendees and/or the general public. The determination of whether an event is a Special Event is made by the Parks and Recreation Department Special Events Coordinator and/or his/her designee.

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